



RENTON CIVIL SERVICE COMMISSION

ADMINISTRATIVE SECRETARY I

FULL TIME POSITION

(Represented by AFSCME)

Salary Range: \$3,338 – \$4067 per month

Date Opened: January 29, 2007

Date/Time Closed: February 12, 2007 at 5:00 pm (No postmarks)

APPLICATION PROCESS – The City of Renton is establishing an eligibility list for the position of Administrative Secretary I. To be considered for this position in the Renton Fire Department, submit a required City of Renton **Civil Service** application and a completed Supplemental Questionnaire to Civil Service, HR & RM, 1055 South Grady Way, Renton, WA. 98055. Applications and skills sheets may be obtained the following ways: 1) Download an application from the City's website, www.rentonwa.gov. Click on City Jobs then City Jobs Available; 2) by requesting an application via email at gsloan@ci.renton.wa.us or bsandler@ci.renton.wa.us; 3) by visiting the Human Resources & Risk Management Department at City Hall; or 4) by calling 425-430-7650.

NATURE OF WORK - Under the direction of a supervisor, plan and perform complex administrative office coordination to assure smooth, timely and efficient office operations for the division; relieve the department of technical clerical and administrative duties having division-wide impact; research, collect, analyze and compile data and information for inclusion in reports; maintain financial records, files and budgets related to departmental operations, programs and expenditures.

REPRESENTATIVE ESSENTIAL DUTIES – Plan and perform complex administrative office coordination; Relieve the Director of technical clerical and administrative duties having department-wide impact; Compose, prepare and type a variety of correspondence, memos, reports and other materials; Conduct a variety of studies involving programs, systems, operations, special needs, issues or activities of an assigned department; Research, analyze and prepare recommendations or conclusions on assigned projects; Organize and coordinate office functions, activities and communications; assure efficient workflow and office operations; Maintain complex and comprehensive financial records and files pertaining to departmental expenditures, budget balances, payroll and operations; prepare status reports, charts and graphs as requested; Prepare a variety of statistical, financial and narrative reports and records as necessary; assist in budget projection, preparation and control; prepare and coordinate purchase of office supplies, equipment and other expenditures; Develop new and improved programs, systems and procedures as a result of new policies or directives or routine research and analysis; assist with implementation after securing approval; Provide staff support and administrative assistance to boards and committees; prepare reports, agendas, correspondence and other materials as appropriate and according to decisions and approved actions; Research, analyze and prepare information on a variety of topics for dissemination to the public through the media, conference presentations, community meetings and City literature; coordinate efforts with City departments, government agencies and vendors; Participate on a variety of City committees, study groups and task forces; attend a variety of meetings including staff meetings as assigned; Perform complex and varied secretarial support to relieve the department of administrative detail; Operate business and office machines including computers, copiers, calculator, typewriter and transcription equipment; Develop and prepare specifications for departmental projects, contracts, purchases and equipment; research, prepare and administer grants; Perform related duties as assigned. (Representative essential duties are intended to represent the essential duties performed by employees in the class and may not reflect all the duties performed in the job.)

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of: Organization, functions, and activities of the assigned department, financial and statistical record-keeping techniques, processing requirements and procedures for public documents, basic budget preparation and control techniques, modern office practices, procedures and equipment, correct English usage, grammar, spelling, punctuation and vocabulary, interpersonal skills using tact, patience and courtesy, applicable laws, codes, regulations, policies and procedures, preparation and presentation of financial, statistical and narrative reports. **Ability to:** Plan and perform complex administrative office coordination duties, perform secretarial and administrative assistance duties in support of the department, plan and organize work, operate a computer terminal to enter data, maintain records and generate reports, research and analyze data and information and develop, evaluate and present alternative recommendations, present ideas and concepts clearly and concisely, communicate effectively both orally and in writing, read, interpret, apply and explain codes, rules, regulations, policies and procedures, work confidentially with discretion, establish and maintain cooperative and effective working relationships with others, meet schedules and time lines, work independently with little direction, maintain financial accounting records, prepare, monitor and control assigned budgets, type, transcribe materials and operate office equipment, type at **60 words net per minute from clear copy**.

EDUCATION & EXPERIENCE – Graduation from high school including or supplemented by course work in business administration, office management, secretarial training or related field and three years of increasingly responsible secretarial or administrative office support experience. **Applicants must be U.S. citizens**

SELECTION PROCESS - Applicants whose experience meet the requirements of the position and whose completed structured questionnaire (which is returned with application) has a 70% passing score (10% exam weight) will be invited to continue in the selection process on **February 26, 27 or March 1, 2007** for skills tests consisting of :

1. An intermediate proof reading test with a passing score of 70% (10% exam weight)
2. MS Excel intermediate spreadsheet test with a passing score of 70% (10% exam weight)
3. MS Word intermediate test with a passing score of 70% (10% exam weight)
4. A keyboarding speed/accuracy test – advisory only.
5. Structured oral board interview (top ten scoring applicants only) with a passing score of 70% (60% exam weight)

The applicants with the highest final scores will be placed on the one year eligibility list. The Fire Chief will interview the top five candidates on **March 16, 2007** (70% pass point 60% exam weight).

Applicants invited to participate in the selection process, who require ADA accommodation are asked to notify HR&RM at the time they are scheduled for testing. Healthcare provider documentation, attesting to accommodation requirements shall be required prior to testing. Equal Employment Opportunity January 23, 2007-GS